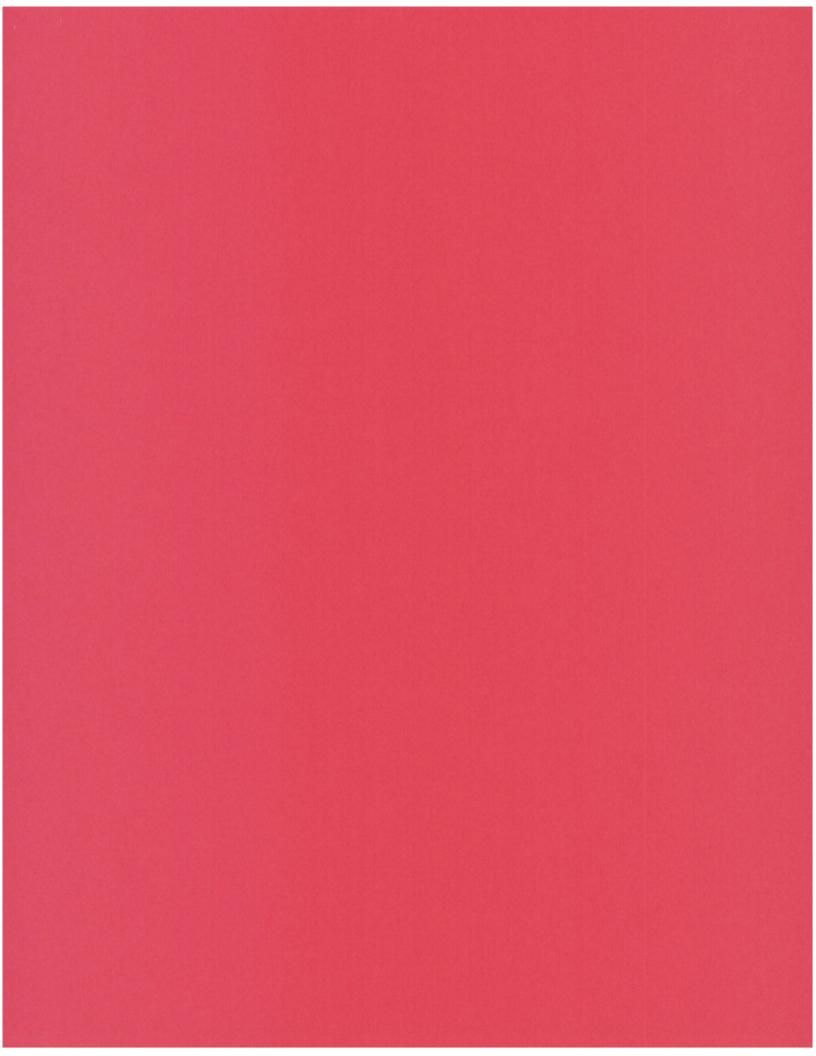
Weekly Management Report December 30, 2016

1. Minutes Civil Service Board Meeting of November 2, 2016 Management Services Department 2. Minutes Civil Service Board Meeting of December 7, 2016 Management Services Department 3. Synopsis Burbank Hospitality Association (BHA) Meeting of December 15, 2016 Community Development Department 4. Synopsis Olive Avenue/Verdugo Avenue/Sparks Street Intersection Improvement Project Community Meeting of December 8, 2016 Community Development Department 5. Agenda Burbank-Glendale-Pasadena Airport Authority Cancellation Notice of the Regular Meeting of January 2, 2017 Burbank-Glendale-Pasadena Airport Authority 6. Notes City Notes, December 30, 2016 City Manager



The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present:

David Nos, Chairperson

Miguel Porras, Vice-Chairperson Jacqueline Waltman, Secretary

Members not present:

Matthew Doyle Susan Widman

Also present:

Betsy Dolan, Management Services Director Brady Griffin, Human Resources Manager

Jay Hawver, Police Lieutenant

Charmaine Jackson, Senior Assistant City Attorney

Sarab Khalsa, Administrative Analyst II

Sherry Kelley, Sr. Secretary

David Lasher, Administrative Analyst II April Moreno, Human Resources Manager

Karen Pan, Administrative Officer

Sherry Richardson, Administrative Officer Jessica Sandoval, Executive Assistant

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Porras and carried 3-0 to approve the minutes of the regular meeting of September 7, 2016 and October 5, 2016.

Proposed Amendments to Classification Plan

None

Recruitment and Selection Report - September and October 2016

RECOMMENDATION: Note and file.

Expedited Recruitment Quarterly Report

Page 2

November 2, 2016

RECOMMENDATION: Note and file.

Appointments and Assignments – October and November 2016

For the month of November 2016, there was one temporary appointment and one temporary assignment extension needed. The extensions were sought on behalf of the Burbank Water and Power Department. For the month of October 2016, there were retroactive extensions needed due to the lack of a quorum for the regularly scheduled Board meeting on October 5, 2016. There was one temporary appointment and one provisional appointment extension needed. The extensions were sought on behalf of the Police Department and the Public Works Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Waltman and carried 3-0 to approve the Appointments and Assignments for the month of October and November 2016.

Additional Leave Quarterly Report

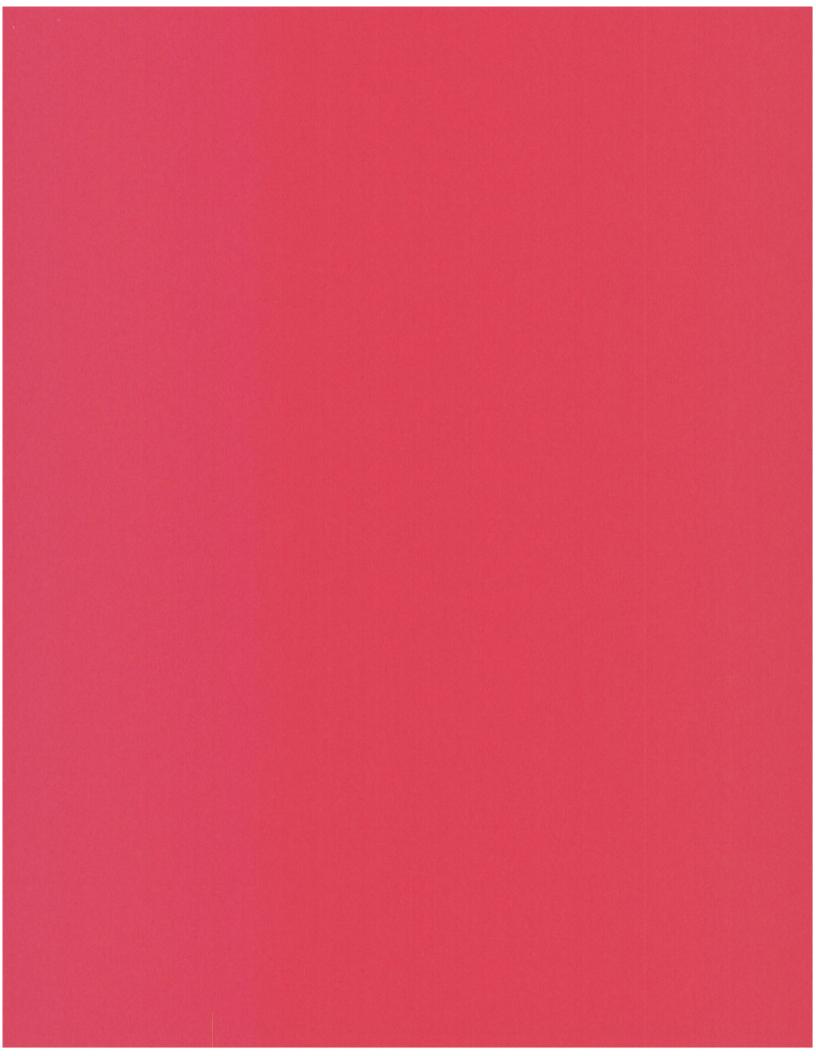
RECOMMENDATION: Note and file.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:11 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:	
	DATE
David Nos, Chairperson	
	DATE
Jacqueline Waltman, Secretary	



The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present:

Jacqueline Waltman, Secretary

Matthew Doyle Susan Widman

Members not present:

David Nos, Chairperson

Miguel Porras, Vice-Chairperson

Also present:

Sean Aquino, Administrative Officer – BWP

Grace Coronado-Cervantes, Sr. Administrative Analyst

Brady Griffin, Human Resources Manager

Charmaine Jackson, Senior Assistant City Attorney

David Lasher, Administrative Analyst II

Greg Magallanes, Landscape Services Supervisor Betsy McClinton, Management Services Director Ronald Moore, Landscape Services Supervisor

April Moreno, Human Resources Manager

Julianne Venturo, Asst. Management Services Director Judie Wilke, Park, Recreation & Community Services Director

Anely Williams, Administrative Analyst II

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

The Board Members decided to move the approval of the November 2016 minutes to the January 2017 Civil Service Board meeting.

Proposed Amendments to Classification Plan

• ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF IRRIGATION SPECIALIST

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Widman and carried 3-0 to approve the establishment of the title and specification for the classification of Irrigation Specialist.

Recruitment and Selection Report – November 2016

RECOMMENDATION: Note and file.

Appointments and Assignments – December 2016

For the month of December 2016, there were two temporary appointment extensions needed. The extensions were sought on behalf of the Burbank Water and Power Department and the Parks and Recreation Department.

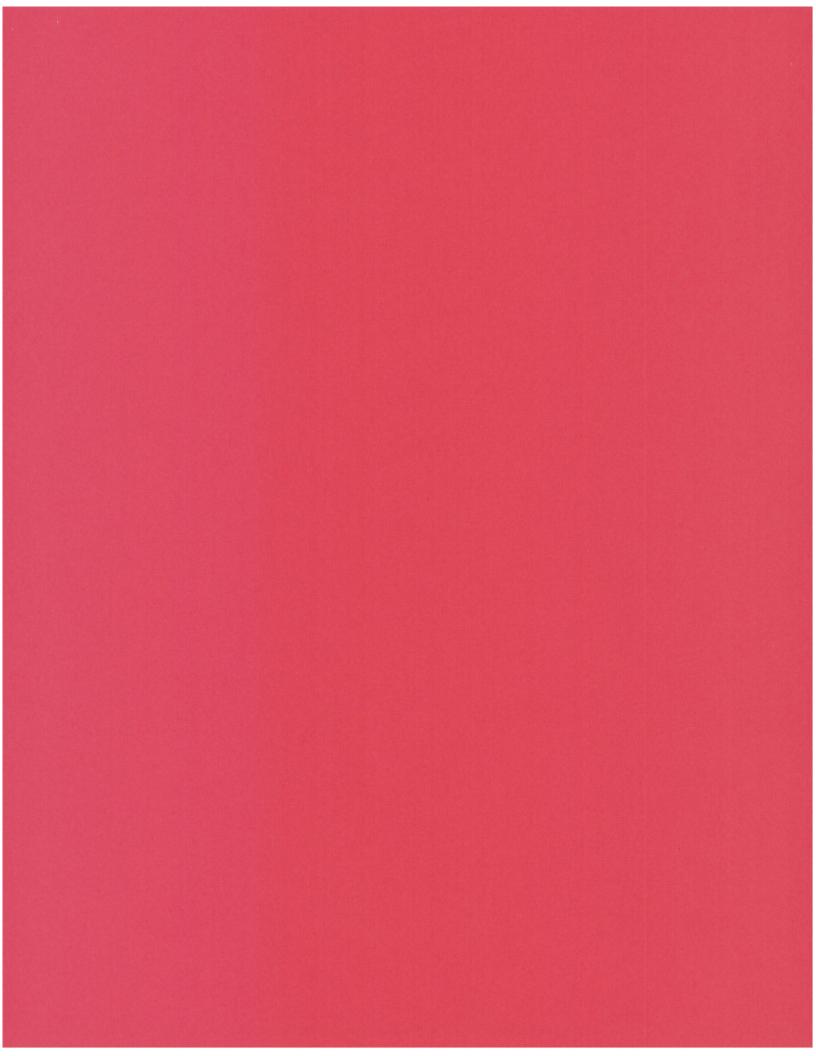
MOTION CARRIED: It was moved by Ms. Widman, seconded by Mr. Doyle and carried 3-0 to approve the Appointments and Assignments for the month of December 2016.

<u>Adjournment</u>

The regular meeting of the Civil Service Board was adjourned at 5:00 p.m.

Julianne Venturo Assistant Management Services Director

APPROVED:		
	DATE	
David Nos, Chairperson		
Jacqueline Waltman, Secretary	DATE	



memorandum

DATE:

December 20, 2016

TO:

Ron Davis, City Manager

FROM:

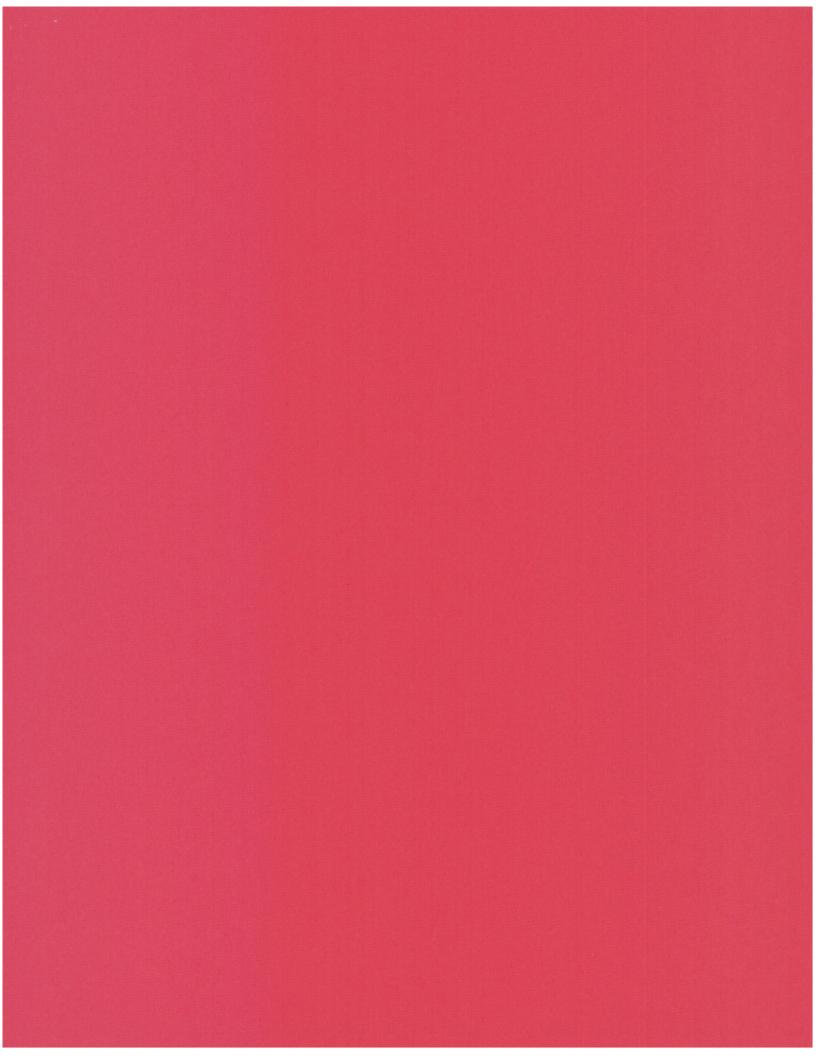
Patrick Prescott, Community Development Director

SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)

MEETING SYNOPSIS - DECEMBER 15, 2016

The BHA approved a one-year consulting contract with Robin Faulk Marketing. Mr. Faulk will continue with the day-to-day marketing operations of the BHA and ensure all contract deliverables from the advertising firm Strausberg Group are met.

- Alan Puana, Director of Sales at Universal Studios Hollywood, presented the Preferred Hotel Partnership Program (PHPP) for 2017. The PHPP is the only opportunity for hotels to be featured on the Universal Studios Hollywood website and allows hotel guests to receive early park admission. The new PHPP included annual fee increases to participating hotels that received over \$100,000 in room revenue in 2016. In lieu of making a decision, the BHA requested additional information be brought back to the Board and discussed at the January meeting.
- The next regular meeting of the BHA is scheduled for January 12, 2017.



memorandum

DATE: December 21, 2016

TO: Ron Davis, City Manager

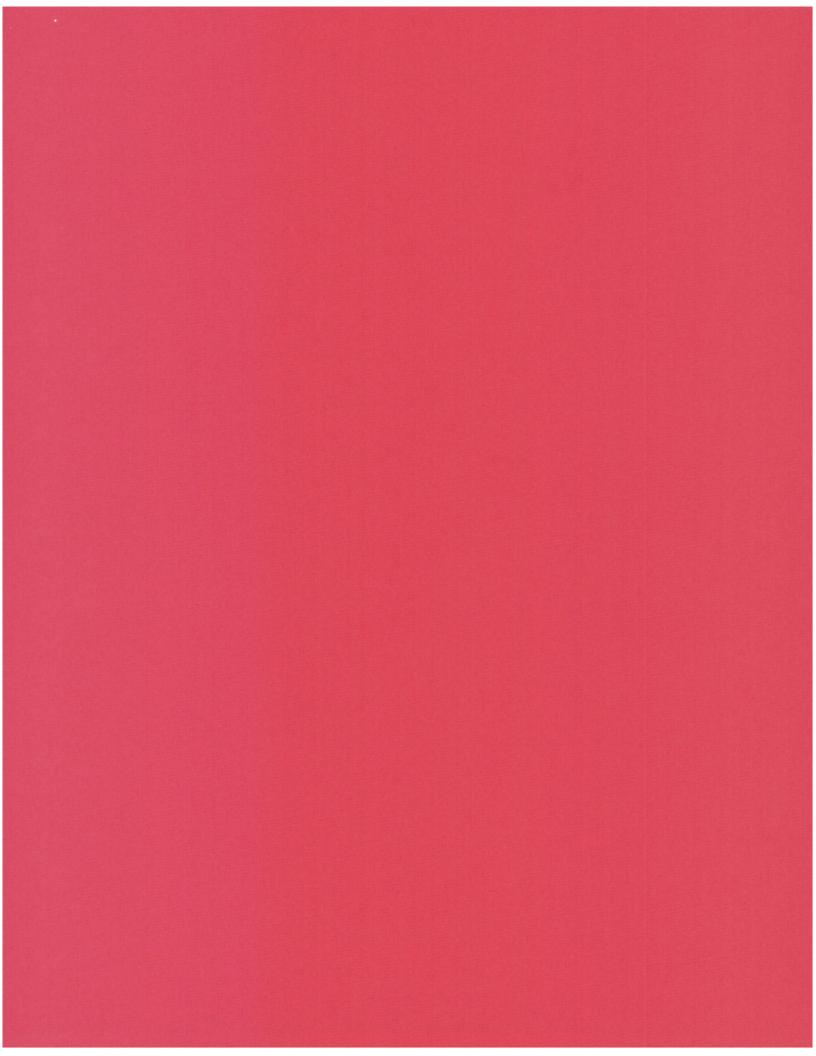
FROM: Patrick Prescott, Community Development Director

SUBJECT: OLIVE AVE. / VERDUGO AVE. / SPARKS ST INTESECTION IMPROVEMENT PROJECT COMMUNITY MEETING SYNOPSIS

On December 8, 2016, the first community meeting for the Olive Avenue/Verdugo Avenue/Sparks Street Intersection Improvement Project was held at the Buena Vista Branch Library. The purpose of the project is to improve traffic efficiency, reduce vehicle delay, and improve pedestrian safety and convenience of this complex six-legged intersection.

Staff provided an overview of the project to nearby residents and business owners, and sought community input on the existing traffic, circulation, and safety conditions. Staff also sought input on four preliminary conceptual engineering alternatives. Highlights of the meeting are listed below:

- Approximately 64 residents attended the hour and half-hour meeting.
- Staff presented a PowerPoint presentation and following the presentation, residents were invited to visit areas in the room to discuss the four alternatives that were presented by staff which incorporated various street reconfiguration design alternatives including:
 - Vehicle turning restrictions
 - o Pedestrian treatments (crosswalks)
 - Medians/islands
 - o Traffic signals and modifications
 - Street realignment(s)
 - o Street closures (cul-de-sacs)
 - o Right-of-way acquisition
- Residents generally expressed support for increasing pedestrian safety and walkability and improving traffic signals to reduce delay. Some residents also favored studying the full or partial closure of Sparks Street.
- Residents generally opposed alternatives that made major circulation changes or that required major street realignments. Residents on streets other than Sparks Street also generally opposed closing or restricting access to Sparks.
- Staff received other general comments about congestion and parking impacts around the intersection, especially caused by the Starbucks on the south side of the intersection.
- Staff will incorporate residents' input and refine the project alternatives to reflect the general comments received. A second community meeting will be held in Spring 2017.



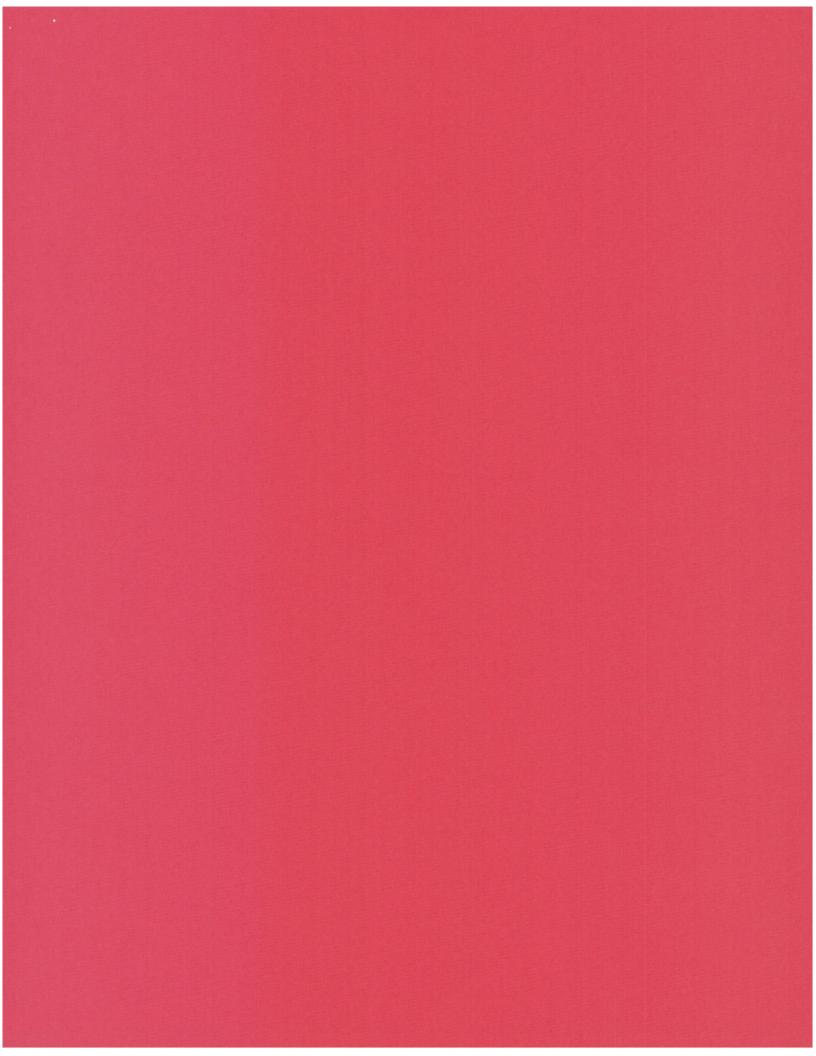


December 28, 2016

CANCELLATION NOTICE OF THE REGULAR MEETING OF THE BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

The Airport Authority's administrative offices will be closed on Monday, January 2, 2017, in observance of New Year's Day. Therefore, the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for 9:00 a.m., Monday, January 2, 2017, in the Airport Skyroom of the Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505, has been cancelled.

Terri Williams, Board Secretary Burbank-Glendale-Pasadena Airport Authority



CITY MANAGER'S OFFICE CITY NOTES

Important Updates for the Burbank City Council

December 30, 2016

Public Works Staff Helps to Make the Holidays Bright

Public Works staff assisted the Bike Angels and the Salvation Army by transporting 125 bicycles on the way to making children's holidays a little brighter on Friday, December 16. The first stop was the front steps of City Hall for the annual media event with Mayor Talamantes and Bike Angel volunteers. The bicycles were then transported to the Salvation Army where the bicycles were given to 125 very excited children.





Burbank Public Library Selected for International Program

The Burbank Public Library is one of twelve teams from the US and Canada selected to participate in a new initiative designed to help libraries develop staff who more actively seek out learning opportunities and apply new skills. A team of Burbank staff will work through the *Building an Effective Learning Culture* curriculum over the next six months, resulting in a library that can respond more quickly to change and is more effective at achieving its strategic goals. The course is an initiative of Infopeople, California's library continuing education organization. The twelve teams are from:

- · Bucks County Free Library, PA
- Long Beach Public Library, CA
- Monrovia Public Library, CA
- Oceanside Public Library, CA
- Pima County Public Library, AZ
- San Jose Public Library, CA

- · Burbank Public Library, CA
- Los Angeles Public Library, CA
- Monterey Public Library, CA
- Pickering Public Library, Ontario, Canada
- South Carolina State Library
- Suffolk Public Library, VA

Breakfast with Santa



The Parks and Recreation Department and Burbank Town Center welcomed 250 participants to the annual Breakfast with Santa event on Saturday, December 10. Participants enjoyed a warm breakfast, holiday crafts, a reindeer hunt game, cookie decorating, a flash mob, and a visit from Santa himself! The morning concluded with a special story reading by Santa and his elves.

Holiday Boutique

The Holiday Boutique is an annual event that is sponsored by the Burbank Parks and Recreation Department and the Burbank Fine Arts Federation. The boutique features pottery, paintings, photography, ornaments, decorations, clothing, jewelry, and more! All of the items sold are hand made by participants who are either members of the Fine Arts Federation, students who take art classes at the Creative Arts Center, or contract instructors. Opening day saw a large increase in sales compared to last year. This year, there was more than \$8,000 in total sales on opening day compared to \$6,000 in 2015. Sales have been steadily growing over the



past few years with this year seeing the highest total to date with more than \$37,000. Participants retain 85% of the sales with 15% going to the Fine Arts Federation.

Holiday Baskets



Library staff participates each year in the Burbank Coordinating Council's efforts to provide food and gifts for needy families. Through the generous donations of our staff, we were able to pack 5 boxes for each of our three families and include gift cards for meals, clothing, and gift items.